

UNITED STATES DISTRICT COURT

Southern District Of California
San Diego, California
Phone: (619) 557-6152
www.casd.uscourts.gov

LAW CLERK TO DISTRICT JUDGE

Honorable William Q. Hayes

Vacancy Announcement #13-05

CLOSING DATE:	December 6, 2013 or Until Filled
LOCATION:	San Diego, California
START DATE:	September 2014
END DATE:	September 2015

To apply for this position, please send cover letter, resume, and writing sample via U.S. Mail to:

Honorable William Q. Hayes
U.S. District Court
333 W. Broadway, Suite 1480
San Diego, CA 92101

Responsibilities and Duties: Provides information and assistance to U.S. District Judge in connection with pending civil litigation. Drafts recommendations and orders for the Court's signature. Reviews complaints, petitions, motions and pleadings to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Reviews docket of pending litigation to assure proper progress. Identifies problem areas, makes recommendations, and offers solutions, as required. Performs other duties as assigned.

Qualifications: To qualify for the position of Law Clerk to U.S. District Judge William Q. Hayes, an individual must be a law school graduate. Previous legal and/or Federal clerkship experience preferred.

Promotion Potential Judiciary Salary Plan	(Years) Legal Experience	Bar Membership Required	Salary Range
Grade JSP 11	0	No	\$62,451 - \$81,184
Grade JSP 12	1*	Yes	\$74,854 - \$97,309
Grade JSP 13	2*	Yes	\$89,012 - \$115,714

Bar Membership: For Grades 12 and 13, must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

*For attorneys entering the federal court system for the first time, to qualify for grade 12, an individual must have one year of legal work experience *after graduation* from law school. To qualify for grade 13, an individual must have two years of legal work experience *after graduation* from law school.

Legal Work Experience: Legal work experience is progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received *after graduation* from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Personal Characteristics: Successful candidate should be mature, responsible, possess excellent legal writing, organizational, administrative, project management and interpersonal skills. Computer literacy required.

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER